

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

REGISTERED NURSE MANAGER

JOB DESCRIPTION

Employees in this job direct the delivery of professional nursing services through practical nurses, resident care aides, corrections medical aides, childcare workers, or lower level supervisors on a ward or unit. The employee works within general methods and procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of nursing programs, supervisory techniques, and personnel policies and procedures.

There are four classifications in this job. The application of the Professional Managerial Position Evaluation System determines the classifications.

Position Code Title – Registered Nurse Manager-1

Registered Nurse Manager 12

The employee functions as a first-line administrative supervisor of a limited work area (second-level clinical direction) comprised of resident care staff; practical nurses, resident care aides, corrections medical aides, and/or child care workers on a ward/unit.

Position Code Title – Registered Nurse Manager-2

Registered Nurse Manager 13

The employee functions as a first-line administrative supervisor of a standard work area (second-level clinical direction) directing the nursing activities of subordinate licensed professional registered nurses or as a second-line administrative supervisor (third-level clinical direction) of a limited work area directing the activities of resident care staff.

Position Code Title – Registered Nurse Manager-3

Registered Nurse Manager 14

The employee functions as a first-line administrative supervisor of a complex work area (second-level clinical direction) coordinating and directing nursing activities of subordinate licensed professional second-level program specialist registered nurses; as a second-line administrative supervisor of nursing activities of subordinate licensed professional registered nurses; or as a third-line administrative supervisor of a limited work area (fourth-level clinical direction) coordinating and directing resident care staff.

Position Code Title – Registered Nurse Manager-4

Registered Nurse Manager 15

The employee functions as a second-line administrative supervisor of a complex work area coordinating and directing the work of subordinate licensed professional registered nurses.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Develops, implements, and evaluates nursing programs, nursing care plans, and objectives for the work area.

Supervises and participates in the provision of general nursing care services.

Supervises admissions, conducts assessment of patient's needs, and initiates nursing care plans.

Evaluates and documents patient progress and prepares discharge summaries and transfer notes.

Oversees the development of community residential settings, including policies and procedures for client placement, and coordinates community nursing activities with those of social work staff to ensure continuity of care.

Conducts research and surveys pertaining to nursing and health education issues, and prepare reports.

Serves as liaison between staff and other areas within the facility at large, and as an advisor to other disciplines.

Assesses needs for personnel, supplies, equipment, and physical facilities for budget planning.

Participates in clinical conferences, workshops, seminars, and related forums.

Participates in agency or facility security procedures.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12 and 13 levels, thorough knowledge is required at the 14-level, and extensive knowledge is required at the 15-level.

Knowledge of general nursing principles and practices.

Knowledge of scientific principles and specialized techniques used in the practice of nursing.

Knowledge of medications and treatments.

Knowledge of materials, supplies, and equipment required.

Knowledge of current literature in the field of nursing and hospital administration.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to assess the effectiveness of nursing care.

Ability to carry out detailed instructions.

Ability to remain calm during stressful situations.

Ability to maintain records, prepare reports, and compose correspondence.

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Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Jobs are located in a correctional facility, mental health facility, or veteran's hospital.

Physical Requirements

None.

Education

Possession of a diploma or associate's degree in nursing.

Experience

Registered Nurse Manager 12

One year of experience equivalent to a Registered Nurse P11.

Registered Nurse Manager 13

Two years of experience equivalent to a Registered Nurse P11.

OR

One year of experience equivalent to a Registered Nurse 12 or a Registered Nurse Manager 12.

Registered Nurse Manager 14

Two years of experience equivalent to a Registered Nurse 12 or a Registered Nurse Manager 12.

OR

One year of experience equivalent to a Registered Nurse 13 or a Registered Nurse Manager 13.

Registered Nurse Manager 15

Two years of experience equivalent to a Registered Nurse 13 or a Registered Nurse Manager 13.

OR

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One year of experience equivalent to a Registered Nurse 14 or a Registered Nurse Manager 14.

Alternate Education and Experience

Registered Nurse Manager 12 and 13

Possession of a bachelor's degree in nursing can be substituted for six months of Registered Nurse P11 experience.

Special Requirements, Licenses, and Certifications

Possession of Michigan licensure as a Registered Nurse.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
REGNURMGR	Registered Nurse Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Registered Nurse Manager-1	REGNMGR1	NERE-045
Registered Nurse Manager-2	REGNMGR2	NERE-046
Registered Nurse Manager-3	REGNMGR3	NERE-047
Registered Nurse Manager-4	REGNMGR4	NERE-048

ECP Group 3
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